



Dr. Mary Ann Tricarico
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Monika Wilkinson, Chair
Cecilia E. Butler, Vice Chair
Margaret Connolly
Tracy Driscoll
Sarah Santos

DPL TRUSTEES MEETING MINUTES	
SEPTEMBER 16, 2015, ENDICOTT BRANCH LIBRARY, 7:00PM	
MEETING CALLED BY	DPL Trustees
TYPE OF MEETING	Monthly Meeting
CHAIRMAN	Monika Wilkinson
SECRETARY	Tracy Driscoll
ATTENDEES	Cecilia Emery Butler, Margaret Connolly, Tracy Driscoll, Sarah Santos, Monika Wilkinson, Mary Ann Tricarico (until 7:45 pm)
PUBLIC ATTENDEES	Michael Chalifoux

The September 16, 2015 meeting of the Dedham Library Board of Trustees was called to order at 7:00pm by Chair, Monika Wilkinson.

1. Public Input:

Mr. Michael Chalifoux had two points to address. His first related to staffing levels. He believed that the Finance Committee implied that we should request more money and he thought the Trustees should do that now. This way during the budget cycle FinCom would be aware that staffing levels at the library needed to be increased if additional weekend hours were to be added. Secondly, he felt that as the Trustees address the “library of the future” the functional aspect of the library and the building aspect should both be included.

2. Minutes:

A motion to accept the August 13, 2015 minutes was made by Ms. Emery Butler. Ms. Connolly seconded. All voted to accept the minutes.

3. Financial Report:

The August Financial Report was received late because of Town email issues. It will be voted on at the next scheduled meeting.

4. Civic Pride Bench

Civic Pride will be moving one of the benches in front of Town Hall to the Main Library. The bench was donated by the Butlers and it had been determined that there was a need for another bench at the Main. Town Hall already had several benches and there was not a need to purchase a new bench, since the Butlers would love to have it placed at the Library. A motion was made by Ms. Wilkinson. Seconded by Ms. Emery Butler. All voted to accept. Ms. Driscoll would inform Civic Pride.

5. Holiday Library Closing

There was a brief discussion regarding closing the libraries on Saturday, December 26, 2015. The staff had requested that the Trustees look at closing the libraries on Saturday, December 26, 2015 and Saturday, January 2, 2015. Both fall the day after holidays. It was determined that December 26, 2015 sounded like a reasonable request. A motion was made by Ms. Wilkinson. Seconded by Ms. Emery Butler. All voted to accept closing the library on December 26, 2015. The Board decided to investigate further prior to making a decision regarding Saturday, January 2, 2015.

6. Director's Report:

Dr. Tricarico stated that the RFQ is ready and that emails will be sent to nine individuals who are library building study consultants.

The Children's Room painting and woodwork cleaning is complete. Dedham Savings grant for \$7,500.00 was used to pay for this project. \$400.00 remains of the grant. The architect designing the new circulation configuration in the Children's Room has been sick but is now back on track to complete the plans.

The swipe key entrance system is also being implemented and should begin soon. The ramp at Main is also being repaired and there will be cases on the air conditioning units at Main.

As previously known, the Director had to leave the meeting after her report was presented.

7. Old/New Business:

The Trustees reviewed the previously approved By-Laws to check for consistencies in punctuation and verbiage. A few needed changes were pointed out. These will be incorporated into the document by Ms. Emery Butler.

Parking issues at the Main were brought up. Patrons of the Court are taking library spots prior to the library opening and tend to stay for a good portion of the day. It was mentioned that the Trustees should speak with the County about their own parking and readdressing their fees to encourage people to park behind the courthouse.

The Trustees then discussed the possibility of additional weekend hours. In the most recent past, the library was able to open on Sundays because volunteers, consisting of the previous Director and Trustees,

took turns opening the library on Sundays. Currently, there is a shortage of staff and contractual issues which make Sunday openings difficult.

8. Action Item Review:

Action Item	Person	Date Due
Status regarding new web design and IT Action Plan	Catelyn Johnson	November
Children's Room – continued design	Dr. Tricarico; Trustees	On-going updates
RFQ; space planning; discussion library of future	Dr. Tricarico	On-going updates
Sponsor-a-Spot Civic Pride	Trustees to ask Friends/DLIT	Spring
Policy Review	Ms. Driscoll will provide info to date; all Trustees	September/October
Vote regarding Saturday closure after New Years	Trustees	October/November or December
Develop a survey and then plan focus groups regarding library hours	Trustees	November/December implementation January
Develop new material for Fincom Re: staffing needs	Trustees	November/December Implementation January/February

Ms. Wilkinson made a motion to enter into Executive Session under Exemption 2, discussion of non-union contracts and Exemption 3, discussion of collective bargaining regarding union employees contracts. A roll call vote was taken to enter into Executive Session. Ms. Connolly, yes. Ms. Driscoll, yes. Ms. Emery Butler, yes, Ms. Santos, yes. Ms. Wilkinson, yes. It was then stated that the Board would only be coming out of Executive Session to adjourn the meeting.

The Board came out of Executive Session and a motion to adjourn was made by Ms. Driscoll. Ms. Emery Butler seconded. All voted in favor. The meeting was adjourned at 9:44pm. Next meeting date is October 14, 2015 at 7pm at the Endicott Branch.

Respectfully submitted,

Tracy Driscoll

Attachments:

Agenda
Director's Report